

SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Change Order Request to Purchase Order No. 53838 (Staff recommends approval).

REQUESTED ACTION: Approve change to increase total by \$9,998.00

☐ Work Session (Report Only) **DATE OF MEETING:** 9/13/11
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☒ N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Financial Services

BUDGET IMPACT: \$9,998.00
☐ Annual **FUNDING SOURCE:** General Fund – Library Services
☐ Capital **EXPENDITURE ACCOUNT:** Various
☐ N/A

HISTORY/FACTS/ISSUES:

Purchase Order #53838 (Mid West Tapes) increase request by \$9,998.00 to cover patron demands and closing out of older State Aid accounts for Fiscal Year 2010/2011.

Exhibit A

CHANGE ORDER REQUEST FORM

Attach copy of original approved PO (unless Contract/Paperless PO)



PO Number 53838
 Vendor Mid West Tapes
 Original PO Amount \$25,000.
 Current PO Amount (including any Change Orders) \$30,000/
 Net Change Amount (-/+) + \$9,998.

PLEASE CHANGE THE FOLLOWING ITEMS

Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code

PLEASE ADD THE FOLLOWING ITEMS

Item	Account	Description	Quantity	Unit Price	Amount
	001-463-571-6600	Books, Library Materials	1	\$3,141.	\$3,141.
	001-459-571-6600	Books, Library Materials	1	\$1,307.	\$1,307.
	001-466-571-6600	Books, Library Materials	1	\$5,550.	\$5,550.

Cancel Entire Purchase Order ☐

Original Requestor's Signature _____

Cancel Item Numbers _____

Reason/Justification/Special Instructions:

Encumber additional \$9,998. For Blanket Purchase Order # 53838 Mid West Tapes

Signature/Approvals

Department Head

Date

Division Director

Date

Financial Services Dept.

Date

County Administrator

Date

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

TO

BUSHNELL, FLORIDA 33513-9402

DATE October 19, 2010

DEPT. Library Services

BY [Signature]

Midwest Tape
PO Box 820
Holland, OH 43028

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
001	100 571 0000	1	Books, Library Materials FY 10/11 Midwest Tape- Blanket Purchase Order to purchase books on tape, DVDs, and CDs for county libraries *on state contract # 711-1-1-1	25,000.00	25,000.00
TERMS:				TOTAL	25,000.00

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO: _____

AUTHORIZED BY: _____

**NOTE: ONLY ORIGINAL INVOICES
WILL BE CONSIDERED FOR PAYMENT**

DISTRIBUTION:

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS
WHITE COPY - TO VENDOR
CANARY COPY - TO DEPARTMENT HEAD
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF
THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: _____

DATE: _____

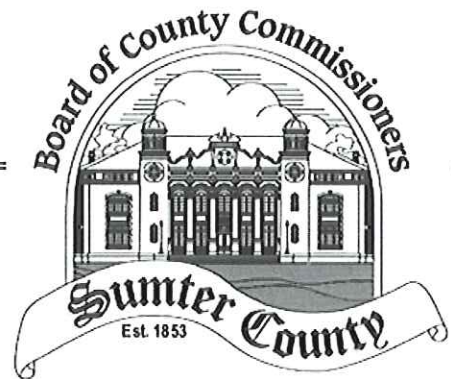
OFFICER OR DEPT. HEAD

- MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
- PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
- EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
- THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL
EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.

Division of Community Services

Sumter County Library Services

7375 Powell Road • Wildwood, FL 34785 • Phone (352) 689-4560 • FAX: (352) 689-4561
<http://www.sumterpubliclibrary.org>



Memo

To: Barbara Shiflett
From: Kelli Barnes
Date: September 7, 2011
RE: Mid West Tape Change Order for PO 53838

The request for additional funds is two-fold, first and foremost we are responding to patron demand for new releases in various formats (i.e. audiobook, music and DVD) as well as patron requests for items not in the collection and for items that are experiencing a higher circulation which result in the need for additional copies. Secondly, this request will assist Library Services in closing out older State Aid accounts for this fiscal year.

Deb Barsell, MSW, Director
Division of Community Services
(352) 689-4490
7375 Powell Road
Wildwood, FL 34785

Barbara Shiflett, MALS
Library Services Manager
(352) 689-4560
7375 Powell Road
Wildwood, FL 34785

Bradley S. Arnold,
County Administrator
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Richard "Dick" Hoffman, Dist 1
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Doug Gilpin, Dist 2
2nd Vice Chairman
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Don Burgess, Dist 3
Chairman
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Garry Breeden, Dist 4
Vice Chairman
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Randy Mask, Dist 5
Office: (352) 689-4400
Home: (352) 793-3930
7375 Powell Road
Wildwood, FL 34785

Barnes, Kelli

From: Shiflett, Barbara
Sent: Friday, July 08, 2011 4:04 PM
To: Barsell, Deb
Cc: Barnes, Kelli
Subject: RE: PO 53838 - Midwest Tape

The budgeted amount for this fiscal year for Books and Materials was \$147,200. We purchase all materials, in all formats from this account. It is difficult to estimate the amount for each vendor until we know what items are being released and what our patrons are requesting. Based on previous purchases and circulation of this type of material, the original \$25,000 purchase order should have sufficed. However, patron demand, release of new items and increased circulation has surpassed the amount we estimated. The state contract is valid until 2/28/2012 which is the same contract as the original approved purchase order.

It was not our intention to circumvent purchasing policies with this request, merely to meet patron demand. We will utilize our expenditures for this fiscal year when submitting purchase orders next fiscal year.

Please let me know if additional information is needed.

Barbara

From: Arnold, Bradley
Sent: Friday, July 08, 2011 3:32 PM
To: Barsell, Deb
Cc: Shiflett, Barbara; Parker, Karen
Subject: PO 53838 - Midwest Tape

Deb,

Financial Services received a request to increase the PO amount by \$5,000 for the above PO. The PO was originally a blanket purchase order at the maximum of my approval authority (\$25,000). The Change Order by itself would go to the BOCC for approval following my approval; however, it does raise the following questions:

1. Was the original amount of the PO requested based on the budgeted amount and if so why a change now?
2. If more funds were budgeted then why was the open PO requested only at my authority level and not at the budgeted level?
3. Finally, is the state contract #715-001-07-1 still valid from which the original PO was approved?

Please respond before I move this item further along in the process.

Bradley